



## DEPARTMENTS OF THE ARMY AND THE AIR FORCE

### ARIZONA NATIONAL GUARD HUMAN RESOURCES OFFICE

5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
Telephone: (602) 629-4800 DSN: 853-4800



AZAA-HR

27 January 2010

MEMORANDUM FOR All Full Time Supervisors and Commanders of Technicians (Army & Air)

SUBJECT: HRO Memo 10-02 – Request for Position/Desk Audit (Army & Air)

1. When a position's major duties and responsibilities change measurably, the immediate supervisor may request a position review (desk audit) to review such changes. Position classification requires that positions be carefully classified on the basis of their **current** duties and responsibilities. For the most part, changes in jobs occur because of changes in policy, organization, law, technology, downsizing, and consolidation of positions and duties.
2. A request for position review or desk audit is achieved by submitting a memorandum or e-mail request to the Human Resources Office (HRO), Attn: State Classification Specialist, with the following information:
  - a. Request is for (**employee name and position**).
  - b. Copies of current and proposed position description.
  - c. Background on how, why, and what has changed:
    - (1) Have the levels of knowledge required to perform the duties of the position changed?
    - (2) Have supervisory requirements changed?
    - (3) Have guidelines and operating procedures changed?
    - (4) Have the complexities of the duties changed?
    - (5) Are there new regular and recurring (list percentages of time spent) duties required, which are not covered in the current position description?
  - d. Point of contact (supervisor) and telephone number/e-mail address.
3. The above information from the supervisor will be beneficial to the state classifier in determining whether an on-site audit is needed. Additional details and questionnaires will then be forwarded to the supervisor and employee for completion and submission.
4. This office will not review or audit positions currently under review by the NGB Classification Division, ANG Management Engineering Branch, or ARNG Manpower Staffing Standards Studies.
5. If there are any questions regarding position reviews/desk audits or any of the above procedures, contact Major Kellie Adolf, State Classification Specialist, at DSN 853-4807 or 602-629-4807.

FOR THE ADJUTANT GENERAL:

MARTIN J. PARK, Colonel, AZ ANG  
Human Resources Officer